



## ASPEN ROOM

Capacity: 70

Standard Set-up: 46

NAME:

CONTACT PHONE:

EVENT DATE:

SET-UP TIME:

START TIME AND DURATION OF  
EVENT:

To complete this form electronically, please save it to your computer before filling it out. Please clearly note preferred set-up configuration on the diagram.

Diagrams must be submitted no later than 2 weeks prior to the event or additional fees will be charged. Additional fees may apply if room set-up is altered from agreement.

### Provided in Room:

36 Chairs Around Table

10 Extra Chairs

12 Tables in Hollow Rectangle

2 Catering Tables Outside Room

### Possible Set-Ups (Set-Up Fee Applied):

- ☐ Auditorium (Chairs Only): 70
- ☐ Cafeteria (Chairs around Tables): 60
- ☐ Classroom (Chairs on one side of Table): 30

Please note additional equipment needed (chairs, tables, mics, garbage cans, etc.):

Please submit completed diagram attn: Capitol Scheduling  
(fax) 801.538.3221 or  
capitolscheduling@utah.gov

